

## **Program Intern - Governance**

### **CAREER OPPORTUNITY:**

Oxfam is a world-wide development organisation that mobilizes the strength and voice of people against poverty, inequality and injustice. Oxfam's vision is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally. We are a confederation of 20 Oxfam organisations working together in more than 90 countries. Oxfam works with partner organisations and alongside vulnerable women and men to end injustices.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalised women and men, and ensure that all citizens have the same opportunity to enjoy their rights.

We are looking for a motivated fresh graduate to fill in the following position:

### **PROGRAMME INTERN – GOVERNANCE**

**Reference number: INTGOV170801**

*The post is a fulltime, fixed-term, one-year contract, based in Hanoi but with occasional travel.*

### **The Role:**

Selected intern will provide administrative support to Governance team and take part in governance activities as well as number of training opportunities. Intern will gain invaluable working experience that benefits their future employment.

The intern will work under line management of Oxfam's Governance Programme Officer, in close collaboration with other Oxfam teams. The Programme Intern is not attached to a single project or to a specific partner and should be ready to work on different initiatives within Governance team. He/she is expected to gain general knowledge, use common senses and specialized skills to the best of his/her ability to contribute to own and Oxfam's learning.

**Report to: Governance Programme Officer (GPO)**

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Administrative support:

- Take notes for workshops and field trips;
- Translate correspondences, project documents and (selected) reports;
- Do filing for project documents;
- Provide interpretation services when required;
- Provide logistic arrangements for events (meetings, workshops, trainings) and staff field trips;
- Assist GPO in filling, basic book keepings, activity record maintenance, and documentation of documents, case studies, blogs, video clips for good practices and other learning purposes of the Governance team;
- Other support tasks to the Governance team, as required.

Communication and learning:

- Together with GPO, communicate and support partners and other agencies in activity implementation;
- Participate in some learning sessions organized for Oxfam staff.

### **TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE**

- University graduates
- Very good spoken and written English and Vietnamese
- Good computer skills (MS Word, MS Excel, Ms Outlook, PowerPoint)

- Good communication skills
- Ability to work independently as well as in the team
- Strong motivation for learning about development work, policy and influencing
- Willingness to travel, if required.

**Benefits:** monthly allowance of VND3,000,000, plus lunch allowance and accident insurance covered for the employment period.

**The closing date for application:** 4<sup>th</sup> September 2017

**How to Apply:** Interested candidates can send your application including motivation letter and curriculum vitae and mentioning reference number INTGOV170801 to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org)

We regret that only short-listed applicants will be contacted.

**Oxfam is an equal opportunity employer**